Project PARA is a free online assessment that consists of 4 modules that satisfy the requirements. 3 of the modules consist of a pre-test, lessons, activities/quizzes, evaluations, and a post- test. However, the post-tests are the ONLY component of each module where the Test Taker must have a minimum passing score of 69%. Module 4 has 3 required summative Content Skills Assessments and the minimum passing score for each of those assessments is also 69%. **You have the option to retake the all of the tests as many times as needed**.

Paraeducator/Paraprofessional Assessment Instructions

STEP 1: Register new account on the Project Para CANVAS site

1. Go to <u>https://canvas.education.ne.gov/browse/esucc/courses/project-para-title-i</u>, then click on the **"Enroll Now**" icon.



2. Enter your information, check the boxes, then click on the "**Register New Account**" icon.

Create an Account
Already have an account? Sign in here
First Name
Enter First Name
Last Name
Enter Last Name
Email
Enter Email
Confirm Email
Enter Email
I agree to the <u>Acceptable Use Policy</u> and acknowledge the <u>Privacy</u> <u>Policy</u> .
I'm not a robot
Register New Account
J

3. Click on the "Enroll" icon

Checkout		
PROJECT PARA	Project Para Title I	1
FOR TITLE I	C+ View Summary	
esu		

4. Click on the "Go to Course" icon

You have succ Please check your email	essfully enrolled in the following listing. and activate your profile to complete the process.
PROJECT PARA	Project Para Title I
FOR TITLE I	Course Course Course Course
ESU Executive Case	Server Enrolled
	Go To Course
	Return to Catalog

STEP 2: Complete Registration & Enrollment and begin course

5. You will receive an email from Canvas Catalog (<u>notifications@instructure.com</u>) to complete the registration and setup a password. Click on the **Complete Registration** icon.

Welcom	a ta Cat			
	Welcome to Catalog			
Hi				
You have successfully registered for a new account	ount at https://c	anvas.education.ne.gov with the login		
ID of Contracting and the second				
Please set up a password for your new login ID	of	on and a set of the se		
https://canvas.education.ne.gov.				
Keep learning,				
Nebraska Department of Education				

If you do not see the email from **Canvas Catalog** in your Inbox, please check your Junk/Spam folder for the email.

6. Create a password *(must be at least 8 characters)*. And change the time zone to "Mountain Time". Then click the "**Register**" icon to complete the registration.

<) CANVAS		
Welcome Abo	ard!	
In order to set up your ad	count, we'll need a little more information.	
Password:		
Time Zone:	Mountain Time (US & Canada 🗸	
	Register	

7. Now click the "**Begin Course**" icon.



8. You can now select the "MODULES" icon to begin!

\bigcirc	Project Para Titi	01	Dg Immersive Reader
	Home	Recent Announcements	th View Course Stream
Modales			X Drop this Course
Doshboord	Grades	Project Para Title I	🔝 View Course Calendar
Garren		Þ	Q View Course Notifications
笛			To Do
Colordar		.	Nuthing far nuw
inbox			Recent Feedback
Q		Project PARA	Nothing for new
History Re-		Paraeducator Self-Study Program	
(?)		Project Para for Title I	
Help		This self-study program is organized into three learning modules and three summative content assessments. Each module takes approximately one to one and half hours to complete and engages multidisciplinary strategies to provide you coportunities to engage and build community with students, as well as stray our for success as a strumeductor in the fusionom.	
		To access the content, simply select "Modules" from the left-hand navigation in Canvas or click the button below.	
		ABOUT THIS MODULES CONTACT US FREQUENTLY COURSE MODULES CONTACT US	

- a. You will click the button to navigate through the introduction, pre-test, each lesson, activities/quizzes, evaluations, etc.
- b. While the <u>Post-Test is the only required test</u> in modules 1, 2, & 3 where the scores will be counted, you will need to complete all sections in each of the 3 modules. Any scores on the pre-test and quiz <u>will not be counted</u> but it will give you an idea of what that module will be covering.
- c. Modules 1, 2, and 3, **DO** require something to be entered in the boxes for the Activities and the Evaluation Surveys. But this information is not reviewed or graded so you are welcome to enter anything in those boxes (for example, you could just enter your initials)!
- d. You **DO** need to complete all 3 Content Skills Assessments in Module 4.
- e. You must have a minimum score of 69% on the Post-Tests and the 3 Content Skills Assessments to receive a completion certificate. If your score falls below the 69%, you may retake the assessment. Multiple attempts are allowed until you achieve the required passing score.
- 9. Once you have completed ALL 4 modules in full and all content assessments are passed, a certificate will be generated. You should receive an automated email with the certificate. However, if you do not receive an email or should need to access your certificate, you can also follow the steps below:
 - a. Log in to your account at <u>https://canvas.education.ne.gov/</u>
 - b. Navigate to the "Completed" section on your dashboard. The completed certificates should be available there for you to download and/or print.

STEP 3: Send copy of certificate to WCSD Human Resources

10. Email your completion certificate to the WCSD HR Department at *hr*-*transcripts@washk12.org* to notify us that you are done.

Questions? Please contact or email your HR Technician.